

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAMMER III -
Community Justice Assistance Division

SALARY GROUP: B23

DEPARTMENT: Community Justice Assistance Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Booker Washington DATE: 10/15/2021

POSITION #: 100103

I. JOB SUMMARY

Performs highly complex computer programming work. Work involves carrying out and coordinating programming projects; analyzing proposed applications; and designing software solutions. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates the coding, testing, debugging, and maintenance of highly complex programs; and instructs staff on new methods and procedures.
 - B. Evaluates and modifies existing applications to accommodate system requirements, software releases, and equipment changes; assists in the development of standards and procedures for programming staff; coordinates with staff in the solution of programming problems; and participates in budget preparation.
 - C. Assists in providing technical advice, assistance, and training to management and technical staff in matters relating to programming activities.
 - D. Provides documentation, data maintenance procedures, screen display and reporting needs, and data file backup procedures.
 - E. Plans, schedules, assigns, and coordinates programming projects.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED and four years full-time, wage-earning computer programming experience

or

thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with eighteen semester hours in Computer Science or Management Information Systems and three years full-time, wage-earning computer programming experience

or

bachelor's degree from a college or university accredited by an organization recognized by the CHEA or by the USDE with twelve semester hours in Computer Science or Management Information Systems and three years full-time, wage-earning computer programming experience.

Equivalent technical or trade school courses in Computer Science or Management Information Systems may be substituted for the required semester hours or years of experience. The same technical or trade school courses may not be used to substitute for both required semester hours and years of experience.

B. Knowledge and Skills

1. Knowledge of the practices, principles, and techniques of programming in a client-server environment.
2. Knowledge of personal computer and network hardware, software, operating systems, and peripherals.
3. Knowledge of relational databases to include MS SQL Server.
4. Knowledge of ASP.NET, XML, C#, VB.NET, TSQL, Web Services, Crystal Reports, and JavaScript preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.

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7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in problem-solving techniques.
11. Skill in technical writing and preparing technical reports and documentation.
12. Skill to write, test, debug, and maintain computer programs.
13. Skill to perform detail work accurately.
14. Skill to plan work in order to meet established guidelines.
15. Skill to develop programs for computer applications.
16. Skill to program custom applications for use in a stand-alone or local area network environment.
17. Skill to train and provide technical assistance in the operation of computers and related equipment.
18. Skill to develop, implement, and evaluate standards and procedures.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.